

MOTION BY SUPERVISOR GLORIA MOLINA

March 27, 2007

**AMENDMENT TO ITEM NO. 18**

A recent audit of County Counsel's litigation cost management and risk management protocols and procedures noted several deficiencies in how County Counsel staff utilizes the Risk Management and Claims Administration Information System (RMIS) program to maintain key case management and litigation information. County Counsel has agreed to implement most of the Auditor's recommendation and will develop a RMIS manual and protocols for case budgets and bill reviews. However, it is essential that County Counsel staff is fully trained on how to properly and consistently document pertinent case information in RMIS. In addition, it is imperative that the grounds for these lawsuits, or "causes of action," are consistently documented so that the County can monitor trends and take proactive steps to prevent future litigation.

I, THEREFORE, MOVE THAT:

1. County Counsel, with the assistance of the Chief Administrative Officer (CAO), develop a RMIS training and user manual, which includes protocols on how and when to update cases in RMIS, and also provide a schedule of training for all appropriate County Counsel staff on how to use RMIS. County Counsel and CAO are to report back to the Board in 45 days.

**MOTION**

Molina \_\_\_\_\_

Burke \_\_\_\_\_

Knabe \_\_\_\_\_

Antonovich \_\_\_\_\_

Yaroslavsky \_\_\_\_\_

2. The Auditor-Controller verify the expanded use of RMIS per the audit and evaluate the usefulness and quality of management reports that monitor case status, budgetary controls, and document case decisions and report back in 90 days.
3. The CAO assist County Counsel in developing a coding system, consistent with the County's Third Party Administrators to track causes of action to monitor trends and take proactive steps to prevent future litigation.
4. County Counsel, the Auditor-Controller and CAO report back to the board on the progress made in implementing the Auditor's recommendations on litigation cost management, coding and training of staff. The first report is due in 90 days, and thereafter, semi-annually.

VS/sf